



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

April 24, 2015

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Sachi A. Hamai
Interim Chief Executive Officer

TREASURER AND TAX COLLECTOR'S REQUEST FOR SALARY PLACEMENT FOR MR. KEITH KNOX UPON APPOINTMENT TO THE POSITION OF CHIEF DEPUTY TREASURER AND TAX COLLECTOR (UNCLASSIFIED)

The Treasurer and Tax Collector (TTC), with the support of the Interim Chief Executive Officer (CEO), requests approval to appoint Mr. Keith Knox to the position of Chief Deputy TTC (UC), Item No. 0543, at an annual base salary of \$185,000. The base salary placement for Mr. Knox onto Management Appraisal and Performance Plan (MAPP) Tier I Salary Range R16 (the Board-approved range for this position), will place Mr. Knox above the control point of the range. This salary is recommended based on Mr. Knox's extensive management experience and the role and responsibilities he will perform as Chief Deputy for the TTC.

As Chief Deputy, Mr. Knox will report directly to Joseph Kelly, TTC, and will be responsible for overseeing the day-to-day operations of the Department. More specifically, Mr. Knox will be responsible for assisting Mr. Kelly in planning, organizing, and directing all operations of the Department, including the systems, programs, and services necessary for the collection, deposit, investment, and management of County, community college, school district, and employee funds. Mr. Knox will also serve as the Treasurer and Tax Collector's alternate member at meetings of the LACERA Board of Retirement and Board of Investments, as well as the County's four Deferred Compensation Plan Administrative Committees.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

Each Supervisor
April 24, 2015
Page 2

Mr. Knox is an experienced County professional with more than 25 years of progressively responsible experience managing various areas of budget, contracts, human resources, and public information sections. In his current assignment, Mr. Knox is the Assistant TTC over the Administrative Services Branch with responsibility for overseeing the development of the department's \$79 million annual budget, providing executive-level oversight of the TTC's strategic plan workgroups, serving as the Department's Risk Manager, and overseeing the Budget/Fiscal, Contracts, and Human Resources Sections. He also has responsibility for overseeing the Public Administrator Division, which is responsible for investigating decedent estates where no executor or heir is appointed to administer the estate. Prior to his current assignment, Mr. Knox served as the Administrative Deputy and the Personnel Officer at TTC as well as a Principal Analyst in the Department of Human Resources' Policies and Special Projects Section.

Mr. Knox earned a Bachelor of Arts degree in Political Science from the University of Colorado and a Master of Business Administration degree from the University of Southern California. In addition, Mr. Knox is the Vice President of the Los Angeles County Management Council and has chaired Management Council's Education Committee as well as the Los Angeles County Personnel Officers Committee.

In accordance with current practices on managerial appointments, unless otherwise instructed by the Board by May 7, 2015, the CEO will advise TTC to proceed with Mr. Knox's appointment to Chief Deputy TTC (UC), at an annual base salary of \$185,000, effective no sooner than May 8, 2015.

If you have any questions regarding this matter, please contact Maryanne Keehn at (213) 974-0470.

SAH:JJ:MTK
NV:SO:AP:mst

c: Acting Executive Officer, Board of Supervisors
County Counsel
Treasurer and Tax Collector